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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

9.4.2 C-A Self-Evaluation

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Attachments

Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

E. Lessard

9.4.2 C-A Self-Evaluation

1. **Purpose**

1.1 Self-evaluation is a vital element in C-A Department's ongoing effort to improve performance continuously. A self-critical attitude throughout the Department from workers to senior management provides the basis for correcting weaknesses as well as promoting best practices. Thus, this procedure applies to workers, supervisors and management.

1.2 Policy

1.2.1 Workers, supervisors and managers shall perform self-evaluation.

1.2.2 Workers, supervisors and managers are required to inspect the workplace conditions and to monitor the work practices of their fellow employees.

2. **Responsibilities**

2.1 The C-A Department Chair shall set a schedule indicating when workers, supervisors and managers are required to perform self-evaluation.

2.2 The Department Chair shall set aside sufficient resources to ensure the effectiveness of the evaluations. Managers, supervisors and workers shall have sufficient time to perform self-evaluation activities.

2.3 A manager, supervisor or worker shall perform the self-evaluation, when requested, in a timely and proficient fashion.

3. **Prerequisites**

None

4. **Precautions**

None

5. **Procedure**

5.1 The C-A Department Chair or his designate shall set the schedule for self-evaluation once every two years and shall publish it in [C-A-OPM-ATT 9.4.2.a.](#)

5.1.1 The date, group, remove and assessor shall be indicated on the schedule.

- 5.2 The C-A Department Chair and Division Heads shall commit to evaluating and correcting identified problems. Corrective action milestones shall be prepared.
- 5.3 The C-A Department Chair or Designate shall notify the person chosen to perform self-evaluation and indicate a completion date for return of the self-evaluation forms (see [C-A-OPM-ATT 9.4.2.b](#)).
 - 5.3.1 The ESHQ Division Head shall determine the subject area of the self-evaluation.
- 5.4 Managers, supervisors and workers who are chosen to perform self-evaluation shall devote adequate time, 1 to 2 hours, to the self-evaluation.
 - 5.4.1 Assessors shall complete the self-evaluation checklist and indicate improvement actions. The forms shall be completed on the day of the evaluation.
 - 5.4.2 Managers, supervisors and workers may request a one-on-one coaching from the ESHQ Division Head in order to train on the self-evaluation process.
- 5.5 Self-evaluation improvement actions shall be reviewed and evaluated by the C-A Department Chair.
 - 5.5.1 Improvement actions shall be assigned a tracking number and tracked according to [C-A-OPM 9.4.1](#).
 - 5.5.2 The individual who performed the self-evaluation shall be notified upon completion

6. **Documentation**

- 6.1 The C-A Safety Engineering Group shall retain completed self-evaluation forms.
- 6.2 The C-A Safety Engineering Group shall retain all documentation related to closing improvement actions.

7. **References**

None

8. **Attachments**

- 8.1 [C-A-OPM-ATT 9.4.2.a, "C-A Self-Evaluation Schedule"](#).
- 8.2 [C-A-OPM-ATT 9.4.2.b, "C-A Self-Evaluation Form"](#).